

2-5-1975

CWU Faculty Senate Minutes - 02/05/1975

Esther Peterson

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MINUTES: Regular Senate Meeting, 5 February 1975
Presiding Officer: Duncan McQuarrie, Chairperson
Recording Secretary: Esther Peterson

The meeting was called to order at 3:15 p.m.

ROLL CALL

Senators Present: All Senators or their alternates were present except James Brooks, Lee Fisher, Roger Garrett, John Gregor Ramon Mercado, Patti Picha, John Purcell, Derek Sandison, Thomas Thelen and Madge Young.

Visitors Present: W. O. Dugmore, Fred Cutlip, Robert Benton, Donald Schliesman, Don Caughey, and Jo Mitchell.

AGENDA CHANGES AND APPROVAL

The chairperson suggested the following be added:

1. Under "Communications" add
 - B. Letter from Ken Harsha
 - C. Letter from Richard F. Wilkie
 - D. Letter from Walter Stolov
 - E. Letter from Louis Bovos
2. Under "Reports" delete
 - D. Ad Hoc Committee to Evaluate the President
3. Under "Old Business" delete
 - C. Faculty Code
4. Under "New Business" delete
 - A. CWSC Grading Study

APPROVAL OF MINUTES

The minutes of January 8 were approved with the following correction: on page 7, in the first paragraph the second sentence should read as follows: "Mr. McQuarrie presented a substitute recommendation regarding final examinations and Mr. Bovos presented a schedule for final week at the request of Mr. McQuarrie."

COMMUNICATIONS

The following communications were received:

- A. Letter from Madge Young, dated January 22, 1975, saying at the meeting of the Department of Education of the Black Hall Faculty the members voted in favor of continuing the same academic calendar that CWSC now follows.
- B. Letter from Ken Harsha, dated January 27, 1975, requesting reimbursement for travel for CFR business. This will be handled by the Executive Committee.
- C. Letter from Richard F. Wilkie, Secretary of the Faculty of the University of Washington, dated January 27, 1975, indicating a copy of their Faculty Code would be sent under separate cover to the Faculty Senate.
- D. Letter from Walter C. Stolov, dated January 27, 1975, calling to our attention a deficiency in Washington Physicians Service Plans I and II. His letter identified the kinds of rehabilitation therapy and occupational therapy that are not covered by these policies. In addition he points out that a disabled faculty member may be dropped from the group plan after two years. He asks the Senate to support the recommendation he included. The Executive Committee has referred this letter to the Personnel Committee for their information. A copy of the letter has also been sent to Courtney Jones and he has been asked to direct the Campus Insurance and Retirement Committee to look over this letter and prepare a report and possible recommendation.
- E. Letter from Louis Bovos, dated February 3, 1975, suggesting a possible 1975-76 academic calendar. In the letter Mr. Bovos indicates that this calendar has the consensus of Dean Schliesman, Vice President Harrington, and himself and that he is submitting the calendar not for approval but for discussion and indicating that it is the responsibility of the President's Council to set and approve the calendar.

CURRICULUM PROPOSALS

- A. Proposals approved by the Undergraduate Curriculum Committee on pages 387 through 392 were presented. The following corrections should be noted: On page 389 under Religious Studies 361, the word "marital" should be changed to "martial." Also, although not up for approval at this meeting, on page 394, Phil 445 should be 5 credits, and on page 395, Phil 301 should be 5 credits.

MOTION NO. 1229: Mr. Winters moved, seconded by Mr. Goode, that the Undergraduate Curriculum Proposals on pages 387 through 392 be approved.

Mr. Bovos asked about the electives in Religious Studies and whether they are to be included in the catalog as electives.

Mr. Keith noted that he did not see any indication on pages 389 through 390 of how many of those credits are required as electives for the Religious Studies majors.

MOTION NO. 1230: Mr. Keith moved to amend, seconded by Mr. Jakubek, page 389 to add the statement "electives 24 credits to be selected from the following list by advisement." Voted on and passed with a unanimous voice vote.

MOTION NO. 1231: Mr. Bachrach moved to amend, seconded by Mr. Keith, page 391 to say "10 credits to be selected from above by advisement." Voted on and passed with a unanimous voice vote.

Mr. Bovos suggested that on page 392, under Geology 301, 1-5 credits per quarter, this should be changed to say 1 credit per quarter.

MOTION NO. 1232: Miss Klug moved to amend, seconded by Mr. Keith, page 392 to read as follows: Geology 301. Mini-courses in Geology. 1 credit each. Voted on and passed with a unanimous voice vote.

Motion No. 1229, as amended, was voted on and passed with a unanimous voice vote.

- B. Proposals approved by the Graduate Council on pages 51 through 54 were presented. Mr. McQuarrie pointed out the following corrections: On page 52, Present: Ed 590--this is not a course description but an explanation; on page 54, Ed 599 or 700 should be Ed 699 or 700 and should have been placed up under Ed 590.

MOTION NO. 1233: Mr. Goode moved, seconded by Mr. Applegate, to approve the Graduate Curriculum proposals on pages 51 through 54.

Mr. Jakubek questioned, on page 54, under the program entry, the asterisk at the end of that entry and what it refers to.

Mr. McQuarrie suggested that there is an asterisk on page 53 which it may refer to.

MOTION NO. 1234: Mr. Applegate moved to amend, seconded by Mr. Jakubek, to include on page 54, at the bottom, the section on page 53 which is asterisked. Voted on and passed with a unanimous voice vote.

Motion No. 1233 was voted on and passed with a unanimous voice vote.

REPORTS

- A. Chairperson's report--Mr. McQuarrie reported that the ad hoc Committee to Study the Evaluation of the President was not able to get the entire committee together on Monday. They felt at this time they should discuss their reactions from the meeting with the Board of Trustees before making their report. They plan to present a report at the next Senate meeting.

The Grading Study has been completed and forwarded to the Faculty Senate. The Executive Committee has met with Vice President Harrington, President Brooks, and Mr. Owen. The report will be submitted to each department and representatives of the Grading Study Committee will be meeting with the departments to explain the report.

Thursday, February 6, Central has its first hearing on our budget before the House Ways & Means Committee. Mr. McQuarrie said he will be attending the meeting.

- B. Executive Committee--Mr. Lygre reported that the Executive Committee met briefly with the Board of Trustees after the meeting January 31. The meeting was short and was intended to explore the sentiment of the Board of Trustees and to pursue further discussions on trying to reach agreement on the Code. It was the Executive Committee's impression, from talking with the Board, that there was room for further discussion to see if some of the areas of disagreement could be narrowed. One of the points that came out of the discussion was the mechanism for pursuing this. At the last Senate meeting it was decided to set up an ad hoc committee. The question was raised by one of the members of the Board of Trustees as to the reason for setting up a special committee rather than using the usual channels. This was discussed at the Executive Committee meeting and they came up with no compelling reason to use unusual channels when pursuing this matter. In light of this, the following motion was made:

MOTION NO. 1235: Mr. Lygre moved, seconded by Mr. Canzler, to rescind motion No. 1226 which is as follows: "that the Faculty Senate empower its Executive Committee to appoint an ad hoc committee of five teaching faculty members to negotiate with the Board of Trustees on a new Faculty Code and that the Committee use our revised version of the Code as the basis for this new Code."

Voted on and passed with a 2/3 majority vote of 25 Aye, 1 Nay and 1 Abstention.

MOTION NO. 1236: Mr. Lygre moved, seconded by Mr. Vifian, that the Code Committee and Executive Committee as per their charges, be directed to seek further discussion with the Board of Trustees on developing a mutually agreeable version of the Code.

There was considerable discussion on the motion.

Motion No. 1236 was voted on and passed with a majority voice vote and with 4 abstentions.

- C. CFR Report--Mr. Anderson presented a brief report saying the CFR will be meeting Saturday, February 8, in Olympia. They will take the opportunity to discuss the status of the colleges with the legislators.
- D. Standing Committees:
1. Budget Committee--No report at this meeting.
 2. Personnel Committee--No report at this meeting.

3. Curriculum Committee--No report at this meeting.
4. Student Affairs Committee--No report at this meeting.
5. Code Committee--No report at this meeting.

OLD BUSINESS

- A. Personnel Committee Recommendation on Special Cases--Ms. Hileman reviewed the Committee's recommendation as presented at the January 8 meeting. At that time she presented Motion No. 1220 that the Senate accept the recommendations as listed and forward copies to the Deans for action.

Motion No. 1220 was voted on and passed with a majority voice vote and with Mr. Canzler and Mr. Vifian abstaining.

- B. Academic Calendar--The chairperson turned the meeting over to Mr. Lygre at this time. Mr. Lygre explained that this item was on a previous agenda. The status was as follows: Motion No. 1222 was made by the Student Affairs Committee regarding their recommendation dated December 10, 1974. Following this a substitute recommendation was presented by Mr. McQuarrie. It is the substitute motion that is presently before the Senate.

Mr. McQuarrie announced that he would like to withdraw his substitute motion (Motion No. 1223) and present to the Senate a revised substitute recommendation regarding final examinations distributed today and dated 2/5/75.

MOTION NO. 1237: Mr. McQuarrie moved, seconded by Ms. Klug, to substitute his February 5, 1975 recommendation for the Student Affairs motion (Motion No. 1222).

There was considerable discussion on the motion.

MOTION NO. 1238: Ms. Klug moved to amend the substitute recommendation to say three days rather than four days.

There was much discussion in opposition to the proposed amendment.

Motion No. 1238 was voted on and failed by a majority nay voice vote, with abstentions from Mr. Keith and Mr. Gulezian.

MOTION NO. 1239: Ms. Hileman moved that the last sentence of paragraph three be deleted.

Discussion on the amendment followed.

Motion No. 1239 was voted on and failed by a majority Nay voice vote and with Mr. Bovos and Ms. Lester abstaining.

Discussion continued on the main motion.

Mr. McQuarrie said that in an attempt to support his recommendation he circulated a petition over a part of the campus. He obtained the signatures of 88 faculty members supporting essentially the idea of returning to final examination week that included two hour blocks spread out over a period of time.

A roll call vote was taken on Motion No. 1237 to adopt Mr. McQuarrie's substitute recommendation:

Aye: Duncan McQuarrie, Gerald Brunner, Roger Winters, Robert Bennett, George Stillman, Allen Gulezian, David Canzler, Otto Jakubek, John Vifian, David Anderson, Jay Bachrach, Milo Smith, Linda Klug, J. Richard Jensen, Zolton Kramar and Earl Synnes.

Nay: Louis Bovos, Art Keith, Pearl Douce', Betty Hileman, Russel Hansen, and Darwin Goodey.

Abstain: Thomas Yeh, Nancy Lester, and Robert Miller.

Motion No. 1237 passed with 16 Aye, 6 Nay and 3 Abstain.

Mr. Lygre turned the chair back over to Mr. McQuarrie.

MOTION NO. 1240: Mr. Vifian moved that it be recommended to the Vice President's Advisory Council that the language of the calendar suggest the final date of the quarter as the conclusion of examination and/or instructional period.

Mr. Winters spoke against the motion.

Mr. Vifian withdrew his motion.

ADJOURNMENT

The meeting adjourned at 5:20 p.m.

FACULTY SENATE MEETING OF

Feb 5

ROLL CALL

SENATOR

ALTERNATE

✓ Anderson, David
 ✓ Applegate, Jim
 ✓ Backrach, Jay
 ✓ Bennett, Robert
 ✓ Bovos, Louis

William Cutlip
 Frank Carlson
 Peter Burkholder
 Robert Bentley
 James Hollister

Brooks, James
 ✓ Canzler, David
 ✓ Douce', Pearl
 X ~~Brunner, Gerald~~ *Stan Dudley*
 Fisher, Lee
 Garrett, Roger
 ✓ Goodey, Darwin
 Gregor, John
 ✓ Gulezian, ~~Alton~~
 ✓ Hanson, Russell
 ✓ Hileman, Betty
 ✓ Jakubek, Otto
 ✓ Jensen, J. Richard
 ✓ Keith, Art
 ✓ Kramar, Zolton
 ✓ Lester, Nancy

Edward Harrington
 Richard Johnson
 Joan Howe
 ✓ ~~Stanley Dudley~~ *Stanley Dudley*
 Robert Cooper
 Starla Drum
 James Klahn
 Bill Hillar
~~Don Cech~~ *Don Cech*
 Charles McGeltee
 Helen McCabe
 Joel Address
 Bonalyn Bricker
 George Grossman
~~Gordon Warren~~
 Dieter Romboy

✓ Lygre, David
 ✓ ~~McKlug~~, Linda
 ✓ McQuarrie, Duncan
 Mercado, Ramon
 ✓ Miller, Robert

Helmi Habib
 Clayton Denman
 Owen Pratz
 Wallace Webster

Piccha, Patti
 Purcell, John
 Sandison, Derek
 ✓ Smith, Milo

Kent Martin
 A. James Hawkins

✓ Stillman, George
 ✓ Synnes, Earl
 Thelen, Thomas

Christos Papadopoulos
 Mike Madison
 Glen Clark

✓ Vifian, John

Keith Rinehart

✓ Winters, Roger
 ✓ Yeh, Thomas
 Young, Madge

Robert Yee
 William Craig
 Robert Carlton

VISITORS

PLEASE SIGN THIS SHEET

Faculty Senate Meeting

W. J. Dugmore

FRED CHILIP

Robert Benton

Donald M. Schlueter

Don Coughlin

J. B. Mitchell

Last person signing please return to the Recording Secretary.

mcd 5. 11. 11

RANDOM
CALL VOTE

SENATOR

ALTERNATE

AYE

NAY

ABSTAIN

Lygre, David
Garrett, Roger
Bovos, Louis
Thelen, Thomas
Keith, Art

Helmi Habib
Starla Drum
James Hollister
Glen Clark
George Grossman

Yeh, Thomas
McQuarrie, Duncan
Sandison, Derek
Dudley, Stanley
Winters, Roger

William Craig
Owen Pratz
Gerald Brunner
Robert Yee

Bennett, Robert
Stillman, George
Mercado, Ramon
Gulezian, Allen
Zler, David

Robert Bentley
Christos Papadopoulos
Don Cocheba
Richard Johnson

Purcell, John
Lester, Nancy
Brooks, James
Douce, Pearl
Jakubek, Otto

Kent Martin
Dieter Romboy
Edward Harrington
Joan Howe
Joel Andress

Fisher, Lee
Vifian, John
Anderson, David
Piccha, Patti
Hileman, Betty

Robert Cooper
Keith Rinehart
William Cutlip

Miller, Robert
Bachrach, Jay
Smith, Milo
Klug, Linda
Jensen, J. Richard

Wallace Webster
Peter Burkholder
A. James Hawkins
Clayton Denman
Bonaly Bricker

Kramar, Zolton
Gregor, John
Synnes, Earl
Applegate, Jim
Hanson, Russell

Gordon Warren
Bill Hillar
Mike Madison
Frank Carlson
Charles McGehee

Young, Madge
Goodey, Darwin

Robert Carlson
James Klahn

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3

A G E N D A
FACULTY SENATE MEETING
3:10 p.m., Wednesday, February 5, 1975
Room 471, Psychology Building

- I. ROLL CALL
- II. CHANGES OR ADDITIONS TO THE AGENDA
- III. APPROVAL OF MINUTES OF January 8 meeting
- IV. COMMUNICATIONS
 - A. Letter from Madge Young
- V. CURRICULUM PROPOSALS
 - A. Undergraduate Proposals, pages 387 to 392
 - B. Graduate Proposals, pages 51 to 54
- VI. REPORTS
 - A. Chairperson
 - B. Executive Committee
 - C. C.F.R.
 - D. Ad Hoc Committee to Evaluate the President
 - E. Standing Committees
 - 1. Budget
 - 2. Personnel
 - 3. Curriculum
 - 4. Student Affairs
 - 5. Code
- VII. OLD BUSINESS
 - A. Personnel Committee Recommendation on Special Cases
 - B. Academic Calendar
 - C. Faculty Code
- VIII. NEW BUSINESS
 - A. CWSC Grading Study
- IX. ADJOURNMENT

CENTRAL WASHINGTON STATE COLLEGE

ELLENSBURG, WASHINGTON

DEPARTMENT OF EDUCATION

To: Duncan McQuarrie
From: Madge Young
Date: January 22, 1975

At the Department of Education meeting of the Black Hall Faculty on January 21, 1975, the members voted 24 to 2 in favor of continuing the same schedule of classes that CWSC now follows, and in opposition to a return to a final examination week with regularly scheduled two hour examinations.

CENTRAL WASHINGTON STATE COLLEGE
An Equal Opportunity Employer

ELLensburg, WASHINGTON

98926

January 27, 1975

RECEIVED

JAN 29 1975

FACULTY SENATE

Dr. Duncan McQuarrie
Chairman, Faculty Senate
Campus

Dear Duncan:

The following is an expense incurred by
me in conducting CFR business:

Mileage to Cheney for CFR
meeting, January 18, 1975 \$30.00

Thank you.

Sincerely yours,



Ken Harsha

As an added note, the CFR is attempting to
develop an uniform salary schedule for the
six schools. Also, we will be attempting
to get some retirement changes through the
legislature, and, of course, the CFR
collecting bargaining bill is still an
issue. It will be introduced by Senator
Francis.

UNIVERSITY OF WASHINGTON
SEATTLE, WASHINGTON 98105

Secretary of the Faculty

RECEIVED
JAN 29 1975
FACULTY SENATE

27 January 1975

Professor Duncan McQuarrie
Chairperson, Faculty Senate
455 Psychology, Edison 102A
Central Washington State College
Ellensburg, Washington 98926

Dear Professor McQuarrie:

Thank you very much for the CWSC campus directory.

Your mention of the Faculty Code comes just at the right time. We are preparing to send a copy to every faculty member and are waiting only for the address labels and the FACULTY CODE rubber stamp for the cover. Your copy is coming separately without either. If you would like a loan copy of the whole, huge University Handbook, we'll be glad to send you one.

Sincerely,



Richard F. Wilkie
Secretary of the Faculty

RFW/pts

UNIVERSITY OF WASHINGTON
SEATTLE, WASHINGTON 98195

School of Medicine
Department of Rehabilitation Medicine, RJ-30

RECEIVED

ACD: T. - AM

January 27, 1975

Chairman, Faculty Senate
Central Washington State College
Ellensburg, Washington 98926

Dear Sir:

I would like to bring to the attention of you and your faculty a major deficiency and in fact perhaps a major disaster with regard to the new State Employee Insurance Board Medical Plans that just went into effect. My remarks deal in particular with Washington Physicians Service Plans I and II.

The small print in the brochures describing these plans specifically stating that both plans exclude "rehabilitation care" and "occupational therapy". In addition, if an insured employee acquires an illness or accident which leads to total disability such that he is out of work for a period of two years he is dropped from the group plan.

In a letter exchange between myself, University of Washington Retirement and Insurance Office, and Marsh and McLennan, the consultant brokers for SEIB, these exclusions have been verified as true.

I urge you to bring this to the attention of your Faculty Senate and if they concur that a change should be made, that you direct your recommendations and suggestions to Mr. Leonard Nord, Chairman, State Insurance Board, 600 South Franklin, Olympia, Washington 98504, and also to Mr. Norman Schut, Legislative Coordinator, State, County and Municipal Employees, 1501 South Capitol Way, Room 302, Olympia, Washington 98501.

Rehabilitation care is one of the major ingredients of medical treatment for such conditions as quadriplegia (paralysis of upper and lower extremities) and paraplegia (paralysis of the lower extremities), stroke syndromes, head trauma, multiple sclerosis, muscular dystrophy, rheumatoid arthritis, major accidents affecting the musculo-skeletal system, multiple amputations, amyotrophic lateral sclerosis, Guillian Barre syndrome and cancer conditions affecting the neurological and musculo-skeletal systems to name a few. All of these conditions deal with a measure of disease which leaves the person dependent and disabled. Rehabilitation medicine treatment brings to bear a number of services which endeavors to restore independence and remove disability even though the pathology of the ailment itself cannot be cured. The net affect of exclusion of rehabilitation care is to remove this essential ingredient to treatment and in essence, these conditions and others like them will not be covered by either of the Washington Physician Service Plans.

January 27, 1975

Page 2

Occupational therapy, much like physical therapy, (which is covered by these plans) is a specific treatment modality particularly pertinent to the treatment of patients who have acquired disability from accident or illness. It deals in the restoration of joint motion, muscle strength and coordination; it deals with the retraining of a disabled patient to again become independent in daily living tasks such as eating, dressing, writing, car driving and personal hygiene to name a few; it deals with the use of adaptive equipment and prostheses training. Thus, occupational therapy services retrains the patient to become independent in spite of his handicap in several areas much like, for example, physical therapy retrains a patient to become ambulatory.

Occupational therapy is also a specific mode of treatment that can retrain a disabled homemaker to readjust home routines and through the use of adaptive household equipment and special techniques achieves independence in homemaking skills.

Further, psychiatric occupational therapy for hospitalized patients with nervous and mental diseases is a specific ingredient of total treatment plans for most hospitalized psychiatric patients, thus, the specific exclusion of occupational therapy will specifically remove all of the above.

The only form of occupational therapy that should be perhaps excluded under this plan is so called diversional or supportive occupational therapy for which there is no specific goal outcome associated with its use.


The specific dropping from group coverage of an insured employee, if through an acquired illness or accident is unable to perform his work and is certified as totally disabled for at least two years, is a devastating hardship. Conditions that may lead to total disability from work are ordinarily those that require intermittent medical care. It is essential then that coverage be continued as long as the person is able to make his premium payments even though he may no longer be employable by the state because of the disability.

The above exclusions makes a bit of a mockery of the \$250,000 maximums. It only creates an illusion that the insured employee has great coverage.

I would like to point out for example, that under the TIAA major medical plan carried by the University of Washington Faculty prior to the SEIB plans, rehabilitation care and occupational therapy were not specifically excluded and if a person became disabled he could maintain coverage as long as he paid his premiums up until age 65.

I am enclosing a suggested revision to the SEIB plans. If you and your faculty group concur, I would urge you to write to Mr. Nord and Mr. Schat about the deficiencies in the Plans urging them to seek revisions.

If you have any questions please do not hesitate to write or call me direct at (206) 542-7065.


Walter C. Stoley, M.D.

Professor

pl

Enclosures

RECOMMENDED REVISIONS FOR THE SEIB MEDICAL PLANS,

WASHINGTON PHYSICIANS SERVICE PLANS I & II

Add the following benefits:

1. Comprehensive Rehabilitation Care. Rehabilitation care and services will be provided for illnesses and accidents resulting in the production of a physical disability and a reduced physical functional capacity when furnished under a medically specifically prescribed treatment plan related to the achievement of specific outcomes as a result of such services, and in a treatment environment where there is evidence of medical direction and supervision of a mutually communicating rehabilitation treatment team of physicians and allied health professionals. Such services will include:
 - a. Physician services,
 - b. physical therapy and occupational therapy,
 - c. speech therapy audiology and vision services,
 - d. prosthetic and orthotic devices; including testing, fitting, and training in their use,
 - e. social and psychological services,
 - f. nursing care provided by and under the supervision of a professional nurse,
 - g. drugs, biological supplies, and appliances and the equipment designed to reduce disability,
 - h. such other services as are medically necessary for the physical restoration of the patient and as are ordinarily furnished by a hospital, skilled nursing facility or rehabilitation facility.

Inpatient hospital rehabilitation services will be provided when such services are certified by a physician specializing in rehabilitation medicine as necessary and certified by the hospital's utilization review committee as requiring inpatient treatment because of the need for direct continual medical supervision of the patient or the need for a high degree of intensity of the services and where the specific services are prescribed to achieve specific outcomes. (One may consider having the Washington State Division of Vocational Rehabilitation certify Comprehensive Rehabilitation Facilities since they have a great deal of experience in purchasing such services).

2. Occupational therapy. Occupational therapy is a covered service when furnished by a hospital as in inpatient service and when prescribed by a physician for specific treatment for restoration of physical function, to increase joint motion, muscle strength and coordination; for restoration of independence in daily living skills such as eating, dressing, writing, personal hygiene, and driving; for training in the use of adaptive equipment and prostheses to enhance independence; for training of disabled homemakers in adaptation of household equipment and techniques to achieve independence when it is part of medically prescribed rehabilitation treatment program to achieve specific outcomes.

Psychiatric occupational therapy is a covered service for patients with nervous and mental diseases when part of a total treatment program.

Outpatient occupational therapy in physically disabling conditions is covered according to the major medical payment formula when part of a rehabilitation treatment plan toward achieving specific outcomes. Occupational therapy must be prescribed by a physician and provided by a registered occupational therapist.

Exclusions:

Outpatient psychiatric occupational therapy is not covered. Diversional or supportive occupational therapy is not covered. Occupational therapy when not medically prescribed and when not directed at specific outcomes is not covered.

3. Continuation of Group Coverage when Disabled. If an insured employee while employed develops a covered illness or accident and subsequently is certified by a physician to be totally disabled from performing his usual or related employment for the state, his coverage under the state program will continue to age 65 as long as he continues to pay his total premiums.

CENTRAL WASHINGTON STATE COLLEGE

REGISTRAR

ELLensburg, WASHINGTON

1975

MEMORANDUM

February 3, 1975

TO: Dr. Duncan McQuarrie
FROM: Lou Boyce
SUBJECT: 1975-76 Calendar

Enclosed you will find another draft of the 1975-76 Calendar. This draft has had the consensus of Dr. Schliesman, Dr. Harrington, and myself. We are submitting the calendar to the Faculty Senate, not for approval--but for discussion. It is the responsibility of the President's Council to set and approve the calendar.

Your comments and the comments of fellow senators will be appreciated.

LHB:wr

Enclosure

1975-76 CALENDAR

Fall Quarter, 1975

Advising & Orientation of New Students	September 20, 21, 22
Registration	September 22, 23
Classes Begin	September 24
Change of Class Schedule Period	September 29, 30
Veterans' Day Holiday	November 10, 11
Thanksgiving Day Recess	Noon - November 26, 27, 28
Last Day to Withdraw from Classes	December 1
Last Day of Classes	December 9
Exam Period	December 10, 11, 12 W Th F

(30½ days of instruction, excluding 2 days of registration)

Winter Quarter, 1976

Registration	January 5, 6
Classes Begin	January 7
Change of Class Schedule Period	January 12, 13
Washington's Birthday Holiday	February 16
Last Day to Withdraw from Classes	March 5
Last Day of Classes	March 16
Exam Period	March 17, 18, 19 W Th F
Spring Break	March 18-26

(49 days of instruction, excluding 2 days of registration)

Spring Quarter, 1976

Registration	March 29, 30
Classes Begin	March 31
Change of Class Schedule Period	April 5, 6
Last Day to Withdraw from Classes	May 28
Memorial Day Holiday	May 31
Last Day of Classes	June 8
Exam Period	June 9, 10, 11 J Th F
Commencement	June 12

(49 days of instruction, excluding 2 days of registration)

January 8, 1975

Charge to Senate Personnel Committee:

"To review the policy and propose necessary criteria for evaluating special cases for promotion eligibility."

A. The Senate Personnel Committee recommends that each dean require every department and/or program reporting to his office to create a document that:

1. will identify TERMINAL DEGREES ordinarily expected in each discipline and subdiscipline represented;
2. will, insofar as possible, define DEGREE AND EXPERIENCE EQUIVALENCIES; for example, recognition of competencies at contributions equal to degree achievement;
3. will IDENTIFY AND DESCRIBE as many categories of SPECIAL CASES as it can ~~participate~~ *anticipate*.

B. In addition, it is recommended that:

1. these departmental documents be refined by the School Dean with the assistance and counsel of department chairman and the Vice-President for academic affairs;
2. these documents contain adequate allowances for future amendments to accommodate necessary additions, changes, or deletions. The procedure for up-dating should be contained within the document.
3. the shaping and implementation of these documents be carried out with the fullest possible faculty participation and that the finalized documents be communicated to all faculty of the School.

NOTE: Procedures for handling special cases can be found in Section 2.12 (exceptions to rank requirements) of the president's code.

Student Affairs Committee Report--December 10, 1974

Re: Recommendations regarding final exams

Guidelines for Giving Final Exams

(covering final 3 instructional days/quarter)

1. Instructors giving 2-hour exams should break them into two parts, part one to be administered on an instructional day preceding the last three days, part two to be administered according to the schedule below (see #2).
2. During the last 3 instructional days, Daily and MNF courses giving final hour examinations should observe the following schedule:

Day #1	Day # 2	Day # 3
1st period classes	2nd period	3rd period
4th period	5th period	6th period
7th period	8th period	9th period
10th period	11th period	12th period

If Th classes or other classes not covered above should have final examinations scheduled to minimize overloading students in the class with same day examinations--instructors in such classes should make every effort to meet this need.

3. Students still finding they face the "hardship" of several (at least 3) consecutive same-day exams should:
 - a. consult with their instructors to see if special arrangements can be made;
 - b. if instructors refuse, they should consult department chairmen to see if the instructors can be persuaded otherwise;
 - c. students may, if these steps fail, request the respective school Deans to consider their "hardship" claim, in which case:
 - (1) The Dean may reject their claim as groundless
 - (2) The Dean may order a special arrangement to be made (ordinarily those instructors not observing the schedule in #2 should be the ones required to make such an arrangement).

1975 - 76 CALENDAR (Tentative)

Fall Quarter, 1975

Last day for all new students to complete admissions

process for Fall Quarter	September 1
Advising and Orientation of New Students	September 21, 22
Registration	September 22, 23
Classes Begin	September 24
Change of Class Schedule Period	September 29, 30
Veteran's Day Holiday	November 11
Thanksgiving Recess	November 24-28
Last day to withdraw from class	December 1
Quarter Closes	December 10
Registration for Winter Quarter for Continuing Students	December 11, 12

Important Dates:

1. Nonrefundable \$50 Advance Tuition and Fee Payment for all new students for Fall Quarter due September 1, 1975.
2. Graduating Seniors must submit their application for the Bachelor's degree to the Registrar before October 10 for Fall Quarter graduation.
3. Master's candidates must complete all requirements for Master's degree through the Graduate Office before for Fall Quarter graduation.

Winter Quarter, 1976

Last day for all new students to complete admissions

process for Winter Quarter	December 1
Registration New Students	January 5
Classes Begin	January 6
Change of Class Schedule Period	January 12, 13
Washington's Birthday Holiday	February 16
Last day to withdraw from class	March 5
Quarter Closes	March 17
Registration for Spring Quarter for Continuing Students	March 18, 19
Spring Break	March 22-26

Important Dates:

1. Nonrefundable \$50 Advance Tuition and Fee Payment for all new students for Winter Quarter due December 1, 1975.
2. Graduating Seniors must submit their application for the Bachelor's degree to the Registrar before January 16, 1976, for Winter Quarter graduation.
3. Master's candidates must complete all requirements for the Master's degree through the Graduate Office before March 1976, for Winter Quarter graduation.

Spring Quarter, 1976

Last day for all new students to complete admissions

process for Spring Quarter	March 1
Registration New Students	March 29
Classes Begin	Noon, March 31
Change of Class Schedule Period	April 5, 6
Last day to withdraw from class	May 24
Memorial Day Holiday	May 30
Quarter Closes	June 4
Commencement	June 5 (10:00 a.m., Nicholson Pavilion)

Important Dates:

1. Nonrefundable \$50 Advance Tuition and Fee Payment for all new students for Spring Quarter due March 1, 1976.
2. Graduating Seniors must submit their application for the Bachelor's degree to the Registrar before April 9, 1976, for Spring Quarter graduation.
3. Master's candidates must notify the Graduate Office by 1976, and complete all requirements for the Master's degree through the Graduate Office before April 9, 1976, for Spring Quarter graduation.

Summer Quarter, 1976

Last day for all students to complete admissions process	June 1
Registration (for First and/or Second Terms)	June 14
Classes Begin	June 15
Independence Day Holiday	July 4
Registration (for Second Term only)	July 15
Last day to withdraw from class	August 4

First Term: June 15 - July 14
Second Term: July 15 - August 13
Full Term: June 15 - August 13

Important Dates:

1. Graduating Seniors must submit their application for the Bachelor's degree to the Registrar before June 25, 1976, for Summer Quarter graduation.
2. Nonrefundable \$50 Advance Tuition and Fee Payment for all Summer School students due June 1, 1976.
3. June 15, 1976, due date for balance of registration fees for all students (to be paid at registration).
4. July 15, 1976, due date for balance of registration fees for students registering for Second Term only.
5. Master's candidates must complete all requirements for the Master's degree through the Graduate Office before 1976, for Summer Quarter graduation.

Substitute recommendation regarding final examinations:

1. Return to a recognized "finals week" as a part of each regular quarter.
2. Include as a part of the Fall and Winter quarters final week a pre-registration period of one and one-half days (Monday and Tuesday morning).
3. Schedule staggered two hour examination periods for the day schedule (Periods 1-9) beginning at 1:00 p.m. on Tuesday and ending at noon on Friday. (Spring quarter would not have registration on Monday and Tuesday, however that period would still be used for a study break)
4. Students still finding they face the "hardship" of more than three same-day examinations should:
 - a. consult with their instructors to see if special arrangements can be made;
 - b. if instructors refuse, they should consult department chairmen to see if the instructors can be persuaded otherwise;
 - c. if these steps fail, request the respective school Deans to consider their "hardship" claim, in which case:
 - (1) The Dean may reject their claim as groundless
 - (2) The Dean may order a special arrangement to be made.

Rationale:

While not all faculty members (maybe not even a majority) desire a formal final examination period for many such a period is a useful and important part of their instructional strategy. The return to a "finals week" will give faculty members a choice of incorporating a true final examination or not doing so.

The suggestion to increase the length of the examination period from one hour to two hours is based upon technical considerations. College students should be capable of giving concentrated effort to a task for more than one hour. Research results have definitely shown the increasing of the length of an examination is the single most useful means of increasing the reliability, particularly with objective type tests. With respect to essay examinations of a comprehensive nature, the additional times would allow for greater attention to organization as well as allowing for increased breadth of coverage.

The suggestion to move the registration period from the last two days of the week to the first two days of the week offers two advantages. First, the day and one half at the beginning of the week would serve both the purpose of getting students registered as well as giving additional study time for final examinations. Second, moving the registration period ahead of final examinations offers the possibility that more students would remain on campus to register and could allow us to eliminate the formal registration day at the beginning of Winter and Spring quarters. A late registration period would no doubt still be necessary but could be handled without the formal arrangements at Nicholson Pavilion and could include a late registration fee for continuing students with new or transfer students exempt.

CENTRAL WASHINGTON STATE COLLEGE

REGISTRAR

MEMORANDUM

ELLensburg, WASHINGTON

90026

January 7, 1975

TO: Dr. Duncan McQuarrie
FROM: Lou Boyos
SUBJECT: Schedule for Final Week

RECEIVED
JAN 7 1975
FACULTY SENATE

As per your request, I have calculated finals week, based on one and one-half days of registration.

MONDAY --- Registration --- All Day
TUESDAY --- Registration --- A. M. only
TUESDAY --- Finals Week --- P. M. only
To begin after Registration

Period	Days	Finals Time
TUESDAY		
1st	Daily	1-3
1st	MWF	1-3
1st	TT	3-5
2nd	Daily	5-7
2nd	MWF	5-7
2nd	TT	7-9
WEDNESDAY		
3rd	Daily	8-10
3rd	MWF	8-10
3rd	TT	10-12
4th	Daily	12-2
4th	MWF	12-2
4th	TT	2-4
5th	Daily	4-6
5th	MWF	4-6
5th	TT	6-8

Dr. Duncan McQuarrie

January 7, 1975

Page 2

THURSDAY

8th	Daily	8-10
6th	MWF	8-10
6th	TT	10-12
7th	Daily	12-2
7th	MWF	12-2
7th	TT	2-4
8th	Daily	4-6
8th	MWF	4-6
8th	TT	6-8

FRIDAY

9th	Daily	8-10
9th	MWF	8-10
9th	TT	10-12
10th	Daily	12-2
10th	MWF	12-2
10th	TT	2-4

cc: Dr. Don Schliesman

CENTRAL WASHINGTON STATE COLLEGE

REGISTRAR

ELLENSBURG, WASHINGTON

98926

January 23, 1975

Members of Faculty Senate
CWSC
Campus

Dear Senators:

I am submitting the attached calendar for the 1975-76 academic year for your deliberation. I would like to call your attention to the changes I wish to have implemented.

1. Registration at the end of Fall Quarter (for Winter Quarter) has been eliminated. Registration for Winter Quarter is scheduled two days prior to the start of Winter Quarter.
2. Registration at the end of Winter Quarter (for Spring Quarter) has been eliminated. Registration for Spring Quarter is scheduled two days prior to the start of Spring Quarter.

My rationale: Registration will be confined to a shorter period of time rather than the long period we now experience. By moving registration to the start of the quarter, certain departments will be free of the extra work load that is encumbered by the extra registration period. The shorter registration period would also save the college considerable expense.

Both Fall and Winter Quarters are scheduled to end on Wednesday. That means the faculty will have the remainder of the week and the weekend to evaluate student performance and submit the grades on the following Monday.

The academic days for the year total 148 1/2, which averages 49 1/2 days per quarter.

Your attention to this matter is appreciated.

Sincerely,



Louis H. Bovos

Registrar & Administrative Senator

LHB:wr
Attachment

AN EQUAL OPPORTUNITY EMPLOYER

1975-76 CALENDAR

Fall Quarter, 1975

Advising & Orientation of New Students	September 27, 28, 29
Registration	September 29, 30
Classes Begin	October 1
Change of Class Schedule Period	October 6-7
Veterans' Day Holiday	November 10, 11
Last day to withdraw from classes	November 21
Thanksgiving Day Recess	Noon - November 26, 27, 28
End of Quarter	December 17

(51½ days of instruction, excluding 2 days of registration)

Winter Quarter, 1976

Registration	January 5, 6
Classes Begin	January 7
Change of Class Schedule Period	January 12, 13
Washington's Birthday Holiday	February 16
Last day to withdraw from classes	February 27
End of Quarter	March 17

Spring Break March 18-26

(50 days of instruction, excluding 2 days of registration)

Spring Quarter, 1976

Registration	March 29, 30
Classes Begin	March 31
Change of Class Schedule Period	April 5, 6
Last day to withdraw from classes	May 21
Memorial Day Holiday	May 31
End of Quarter	June 4
Commencement	June 5

(47 days of instruction, excluding 2 days of registration)

Revised Substitute Recommendation regarding final examinations (McQuarrie Proposal)

1. Return to a recognized "finals period" as a part of each regular "50 day" instructional period.
2. Schedule staggered two hour examination times for the first eight periods of the day schedule. These two hour blocks would begin at 8:00 a.m. on Tuesday and would end at 5:00 p.m. on Friday and would include a one hour lunch break each day. (See attached schedule)
3. Faculty members would be allowed the option of not giving an examination during the scheduled time. However, if an examination is not given the instructor would be expected to use the two hour block of time as a normal instructional period. Faculty members not giving an examination and choosing not to use the block as an instructional period would be required to file a statement with their respective department chairpersons stating their rationale for not using the time in this manner.
4. Students finding they face the "hardship" of three or more same-day examinations should:
 - a. consult with their instructors to see if special arrangements can be made;
 - b. if instructors refuse, they should consult department chairmen to see if the instructors can be persuaded otherwise;
 - c. if these steps fail, request the respective school Deans to consider their "hardship" claim, in which case:
 - (1) The Dean may reject their claim as groundless
 - (2) The Dean may order a special arrangement to be made.

Rationale:

While not all faculty members desire a formal final examination period, for many such a period is a useful and important part of their instructional strategy. The return to a "finals period" will give faculty members a choice of incorporating a true final examination or not doing so.

The suggestion to increase the length of the examination period from one hour to two hours is based upon technical considerations. College students should be capable of giving concentrated effort to a task for more than one hour. Research results have shown that increasing the length of an examination is the single most useful means of increasing its reliability, particularly with objective type tests. With respect to essay examinations of a comprehensive nature, the additional times would allow for greater attention to organization as well as allowing for increased breadth of coverage.

Example Staggered Two Hour Examination Schedule

(Tuesday through Friday)

Period	Days	Exam Hour
<u>TUESDAY</u>		
1	Daily	8-10
1	MWF	8-10
1	TT	10-12
2	Daily	1-3
2	MWF	1-3
2	TT	3-5
<u>WEDNESDAY</u>		
3	Daily	8-10
3	MWF	8-10
3	TT	10-12
4	Daily	1-3
4	MWF	1-3
4	TT	3-5
<u>THURSDAY</u>		
5	Daily	8-10
5	MWF	8-10
5	TT	10-12
6	Daily	1-3
6	MWF	1-3
6	TT	3-5
<u>FRIDAY</u>		
7	Daily	8-10
7	MWF	8-10
7	TT	10-12
8	Daily	1-3
8	MWF	1-3
8	TT	3-5